



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

64-10 PMT 42
REED
13 Jul 99

MEMORANDUM FOR CONTRACTORS

25 May 99

FROM: 78 SFS/SFOXI (JULIA T. FLOYD)

SUBJECT: Obtaining Contractor Credentials

This letter outlines procedures for obtaining identification badges and vehicle passes for contractors working on Robins Air Force Base.

1. Prepare a letter for Pass and Registration (78 SFS/SFOXI). The letter must be on company letterhead and list all company representatives authorized to sign the AFMC Form 496 Application for AFMC Identification Card. A sample signature must also be provided for those authorized representatives. The letter must include the contract number, location of project, work duty hours, and start and stop dates for the project. The letter must be endorsed by a representative of the base Contracting Office (WR-ALC/PK).
2. Complete an AFMC Form 496 in 1 original and 1 copy for each employee. Ensure all employee information is annotated prior to being signed by the company representative. Applications signed without the employee information will not be processed. The employee brings the completed AFMC Form 496 to Pass and Registration, Building #263, between 0715-1530, Monday-Friday. Please avoid sending employees between 1100-1300 because we are short staffed for lunch during this time and your employees will have a longer waiting time.
3. Ensure your employees have a valid picture ID (driver's license, state ID, alien card, passport, etc.) Advise them after entering Pass and Registration they may sign in at the front desk and have a seat in the waiting area.
4. If your employees need a vehicle pass, they must show a valid driver's license, vehicle registration or tag receipt, and proof of insurance. Regardless of contract length, a vehicle pass may not be issued for a period of more than 1 year.
5. Pass and Registration offers several programs to assist if you have a large number of employees or more than five company vehicles requiring access to the base. AFMC Forms 496 can be sent to us to be pre-typed prior to sending your employees over. We have found that this works well for companies with 10 or more employees. For companies with five or more company vehicles, send a letter with year, make, model, and license plate for each vehicle and the vehicle passes will be pre-typed. Bring the vehicle information listed in paragraph 4 when picking up the passes. You can contact Bonnie Umbarger, Lead Security Assistant, at 926-3583 for more information on our pre-typing programs.
6. If a contractor badge is lost by an employee during the contract period, a letter must be written by the employee detailing the circumstances and recovery efforts. The letter is endorsed by an authorized company representative and is taken to Pass and Registration by the employee to receive a new badge.
7. Please remember, all badges and vehicle passes must be returned to Pass and Registration upon contract completion before final payment can be made. If you would like next day clearance, turn in paperwork prior to 0900. If an employee quits or is fired during the contract, you are responsible for retrieving the contractor badge and vehicle pass and returning them to Pass and Registration.
8. I hope this letter assists you in obtaining contractor credentials and vehicle passes for your employees. Feel free to contact me at 926-3583, by e-mail Julia.Floyd@robins.af.mil or by fax 926-6483 if you have any questions.

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JULIA T. FLOYD, GS07
Security Forces Pass and Registration